

**Mutual 14 / Forest Glade
Property Maintenance Committee
Thursday, January 2, 2020**

Members present: Bob Clipper, Julie Gibbons, Stan Jones, Richard Bambach, Kathy Viney [Chair] and Ronny Cabrera [Property Maintenance Manager]

1. Manager's report: Ronny Cabrera updated the committee on mutual projects, completed and ongoing.
2. Routine Maintenance List for Forest Glade residents: The committee reviewed the list and unanimously recommends that the Board of Directors distribute it with the January Grapevine and include it in all "Welcome Packs" for new residents/owners.
3. Routine PPD Maintenance Schedule: The committee reviewed the schedule and unanimously recommends
MOTION: The Board of Directors authorizes LWMC/PPD to perform these routine maintenance projects according to this 2020 schedule.
4. Carport Numbering: The committee reviewed the adhesive, laminated, reflective 4" numbers & letters [white on black] as offered by Smart Sign. This being the simplest option for adding unit identification to the carport spaces, a majority of the committee [Julie Gibbons abstaining] recommends the following
MOTION: The Board of Directors authorize Kathy Viney to purchase numbers & letters to better identify carport spaces from Smart Sign at a cost not to exceed \$350.00.
5. HVAC Condensate Line "clean-out": The committee discussed the pros and cons of a one-time installation of a "clean-out switch" [\$25-\$70 on Amazon] on all apt. HVAC units, which would prevent water events caused by back-ups in the condensate lines. PPD presented a proposal of **\$93/unit including parts and labor**. The committee is generally in favor of the project but has asked Ronny Cabrera to get one or two more quotes.
6. Painting RFPs: The committee discussed the proposals from Avery Plus and Palmer Brothers, preferring Palmer Brothers for their price and for their 3-year warranty. Their proposal includes painting of interior lobbies & trash room doors, which were done in spring 2019 and only need 'touch-ups', and painting the pans inside the T's leading to unit entries on 1st & 2nd floors. The committee also reviewed the proposals for scraping peeling paint from the pans along the catwalks on 1st & 2nd floors prior to soffit installation. The committee unanimously recommends the following:
MOTION: The Board of Directors approves the contract with Palmer Brothers to paint Buildings 16 & 17 at a cost of \$36,500.00 per building, and to pay per the contract "in timely agreed-upon payments" from the Maintenance Reserves.

MOTION: The Board of Directors approves the contract with Palmer Brothers to remove peeling paint from the 1st & 2nd floor catwalk pans of all apartment buildings in the mutual prior to soffit installation, at a cost of \$45/man/hour not to exceed \$3,000.00 per building [\$24,000], and to pay per the contract "in timely agreed-upon payments" from the Maintenance Reserves.

Submitted by K. Viney

On behalf of the Property maintenance Committee